



TOWN OF BROOKLINE
Massachusetts
Department of Planning and
Community Development

**PRESERVATION
COMMISSION**

**APPLICATION FOR
CERTIFICATE IN A LOCAL
HISTORIC DISTRICT**
(See other side for instructions)

FOR OFFICE USE ONLY	
Application Number:	
Received:	By:
App. Accepted:	
Hearing Date:	
Fee:	
App. Returned:	

TYPE OF CERTIFICATE REQUESTED:	APPROPRIATENESS	NON-APPLICABILITY	HARDSHIP
PROPERTY LOCATION:			
OWNER:			TEL (DAY)
OWNER'S ADDRESS:			TEL (EVE)
			FAX:
OWNER'S E-MAIL:			
APPLICANT (IF NOT OWNER):			
APPLICANT'S ADDRESS:			TEL (DAY):
			FAX:
APPLICANT'S E-MAIL:			

Zoning: A proposed increase in square footage, height, or enclosed space, including garages, or a change in use or occupancy may require a zoning variance. If a zoning variance is required, the Preservation Commission may not hold a public hearing prior to a hearing before the Zoning Board of Appeals. **Building Permit:** A building permit is required after a Certificate from this office is obtained.

WORK INCLUDES: check all that apply				
Addition:	New Windows:	New Siding:	Repair Porch:	Roofing:
Gutters:	Repair Windows:	Repair Siding:	New Skylights:	Chimney:
Fence:	Wall:	New Doors:	Foundation:	Other:
BRIEF DESCRIPTION OF WORK WITH COST ESTIMATE:				
Applications with insufficient documentation cannot be properly reviewed and may be cause for a delay in determination. The applicant must supply drawings, photographs of existing conditions, site or plot plans, and other supporting information as needed.				

DOCUMENTATION ATTACHED:	
Photographs:	Materials samples: Manufacturer's literature: Drawings: Site or Plot Pan:
Other:	
Signature:	Date:
Owner:	Applicant:

Brookline Preservation Commission Local Historic District Application Instructions

The Brookline Preservation Commission administers local historic districts as set forth by the provisions of Massachusetts General Laws Chapter 40C, the Town of Brookline By-laws, and the Commission's Rules and Regulations. The Preservation Commission approves all changes to buildings and structures, including exterior construction, alterations, repairs or demolition, before the Building Commissioner can issue a building permit. The Commission's review applies to exterior architectural design and features that are visible from a public street, way or park. Visibility is determined by commission staff. *Please refer to the Preservation Commission's Design Guidelines for Local Historic Districts prior to hiring a contractor or beginning any design work. They are available online at: <http://www.brooklinema.gov/907/Local-Historic-Districts>*

A preliminary site visit or meeting with the Preservation Commission staff is recommended before submitting an application, to provide familiarity with your property and give advice on appropriate approaches.

Applications must be submitted on time and include fees as well as complete supporting materials such as photographs, drawings in plan and in elevation, sample materials and manufacturer's literature for new materials. Application deadlines for Commission meetings scheduled for 2015 are listed in the chart below. Please be advised that incomplete applications will delay projects while additional material is obtained and additional reviews may be required.

After receiving a completed application, Commission staff will review it and determine which of two procedures will be followed: a public hearing, or a "10-day" letter. Most applications will require a public hearing with 14 days advance notice to abutters before a Certificate can be issued. The hearing is a forum for the full board of Commissioners to hear cases, ask clarifying questions, and for the general public to comment on your project. In some cases where the proposed alteration is of minor significance or minimally visible, a Certificate may be issued following ten days' written notice to abutters. If abutters or the public raise any objection, the application will be reviewed at the next scheduled meeting.

There are three types of Certificates that the Commission issues:

- 1.) **Certificate of Appropriateness:** Issued when the proposed alterations are not incompatible with the existing historic building and the historic and architectural characteristics of the district and its surroundings.
- 2.) **Certificate of Non-Applicability:** Issued for a) work that is not under the jurisdiction of the Commission; b) work not visible from a public way; and c) ordinary repair or replacement of exterior architectural features that do not involve a change in design, material, or outward appearance.
- 3.) **Certificate of Hardship:** Issued when special conditions will create a substantial hardship, financial or otherwise, to the applicant if not approved, as long as the conditions are specific to the application and there would be no substantial detriment to the Historic District.

Application Fees

Certificate of Appropriateness: There is a sliding scale of \$2.00 per \$1,000 of the estimated cost for the work, with a minimum fee of \$50.00. **Certificate of Non-Applicability:** \$20.00. **Retroactive Certificate:** The amount is three times the usual fee, with a minimum of \$150.00 for a Certificate of Applicability and \$60.00 for a Certificate of Non-Applicability.

<u>Preservation Commission Meeting Dates 2016</u>	<u>Application Deadline</u> (Submit application and materials before 12 p.m.)
January 12	Wed December 23
February 9	Thurs January 21
March 8	Thurs February 18
April 12	Thurs March 24
May 10	Thurs April 21
June 14	Thurs May 26
July 12	Thurs June 23
August 9	Thurs July 21
September 13	Thurs August 25
October TBA	Thurs September TBA
November 8	Thurs October 20
December 13	Wed November 23